

TO: System Test Coordinators and Special Education Directors and Coops  
FROM: Judy Snow, State Assessment Director  
DATE: January 2014 Reminder Memo  
RE: **Registering Students for the 2014 CRT-Alternate**

- A very small percentage of the population will be administered the CRT-Alt. This form of the CRT is only available to students who have an IEP and who meet the criteria as a student with a significant cognitive disability.
- All students who are eligible for the CRT-Alt must be registered for the 2014 administration including students who have been registered for and taken the CRT-Alt in previous years.
- Guidelines for eligibility for the CRT-Alt are online at [http://www.opi.mt.gov/PDF/Assessment/CRT/TA/10How\\_to\\_Include\\_Students\\_with\\_Disabilities.pdf](http://www.opi.mt.gov/PDF/Assessment/CRT/TA/10How_to_Include_Students_with_Disabilities.pdf)
- Thanks to districts and schools for observing the 2013 December deadline for registration. Only students who enroll in a school or district after December 3 can be registered in 2014.

Registration Windows for the Spring 2014 CRT-Alternate	
January 2 – January 14, 2014	For students who enroll in your school after December 2, 2013
After January 14, 2014	For students who enroll after January 14, 2014, please contact Ashley Makowski at 406-444-3511 or <a href="mailto:amakowski@mt.gov">amakowski@mt.gov</a>

**Following are instructions to register eligible students who enroll between December 2, 2013 and January 14, 2014**

**Logging In:**

1. Go to <http://iServices.MeasuredProgress.org>
2. Select “**Montana Alternate Assessment.**”
3. Click “**CRT-ALT Student Registration.**”
4. User Name: 4 Digit System Code (SS) used for MARS
5. Password: Your MARS System Password
6. Click “**Login.**”

### Registering Students

1. Select “**Register Students**” from the dropdown menu found under “**CRT-ALT Student Registration**” (in light blue text at the top of the screen)
  2. Select the appropriate school for the student you are registering from the “**School**” dropdown menu.
  3. To register a student, click the folder with text “**Add Student Record**” found below “**Student Roster.**” Note: **DO NOT use the fields on this page; they are only to search existing records.**
  4. Complete all fields with System Test Coordinator, Student, and Teacher Information (all fields are required).
  5. Select “**Submit**” upon completion.
  6. To save entered information click “**Ok.**”. To discard, click **Cancel.**
- Note: No message will appear, return to the roster page to see a list of registered students for each school

### After Registration

1. Repeat steps 9 through 12 to register additional students.
2. To enter additional students at a different school within your system, select the school from the dropdown menu and repeat the steps above.
3. Registered students can be sorted by grade, first name, last name or student ID number.
4. To edit or remove a student and/or his or her information, click on the student’s name.
5. Edit student information and click “**Submit.**” To remove the student, click “**Remove.**”
6. Click “**OK**” to save the action.
7. Once “**OK**” is selected you will be redirected to the main page. Student Roster lists per school can be printed by selecting either the XLS or CSV icon. Select either icon to open or save the file and then print as you normally would.
8. Once you have finished registering students click “**Log Off**” located in the upper right-hand corner of the screen

**NOTE:** During the open registration window System Test Coordinators can login at any time and edit/delete or add additional students by following the instructions above.

### Contact Information

- If you do not have your student’s 9-digit State Student ID number, contact your AIM System Administrator or the OPI AIM Helpdesk toll free at 1-877-4AIMMT1 (1-877-424-6681) or the Helena OPI AIM number, 406-444-3800.
- If you do not have the MARS password for your system, contact OPI 406-444-3511
- For additional questions or if you are having difficulty accessing the registration site contact Tim Greenlaw, (800)431-8901 Ext. 2309, [greenlaw.timothy@measuredprogress.org](mailto:greenlaw.timothy@measuredprogress.org) or the Measured Progress Service Center at (888)792-2741.